



## PROCEDURE FOR SCHOOL CLOSURE BEFORE THE SCHOOL DAY STARTS: WESTFIELD HUB

The Co-Headteachers will make a decision before 7.00am

A text message will be sent to Parents/Carers and Staff

Everyone should:

- Check phone for message from 6.45am
- Log on to School website: [www.bentsgreenschool.co.uk](http://www.bentsgreenschool.co.uk)
- Listen to Radio Sheffield or Hallam FM

## PROCEDURE FOR EARLY CLOSURE OF SCHOOL DURING THE SCHOOL DAY: WESTFIELD HUB

A text message will be sent to Parents/Carers warning them of an early closure

### Students on SEN Transport

Parents/Carers should:

- Reply to text message with 'OK' (Please do not ring school with this message)
- If you **CANNOT** organise for someone to be home **RING SCHOOL IMMEDIATELY** to discuss options.

Enterprise Works Site: 0114 247 9374

### Students Travelling Independently

Parents/Carers should:

- Prepare to collect your child from school by car.



## **PROCEDURE FOR ORGANISING A DELAYED START TO THE SCHOOL DAY: WESTFIELD HUB**

**A text message will be sent to Parents/Carers alerting them to the delayed start to the school day**

### **Students on SEN Transport**

**Bents Green School will:**

- **Inform Transport and arrange for students to be collected in time for the delayed start to the school day.**

### **Students Travelling Independently**

**Parents/Carers should:**

- **Ensure that transport arrangements are in place for a delayed start to the school day.**